



# Community Development Department - Planning Division

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## *Administrative Sign Review*

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Administrative sign review can be done in the Planning & Building Department by planning staff. If the signs are to be installed by a contractor, make sure the contractor's license number, workers compensation insurance information and business tax certificate are either on file with the City or can be provided at the time permits are to be issued.

**APPLICATION SUBMITTAL:** Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**APPLICATION PROCESSING:** Upon receipt of a complete and accurate application including applicable fees, Planning staff will review your application and prepare a staff report which will be mailed to you. Extra copies are available from the Planning & Building Department.

**TIME:** The initial review will be done within 21 days of submittal of a complete application.

**HEARINGS:** If a hearing is required, the applicant, a representative, or the legal owner should be present.

**APPEAL PROCESS:** If your request is denied, or if you disagree with any of the conditions of approval, you have the right to appeal. Appeal information is available from the Planning & Building Department, on the City website or in the final report.

**PLANNING FEES:** See current Fee Schedule (**FILING FEES ARE GENERALLY NOT REFUNDABLE**): *In addition to the Planning Fees, a separate Sign Permit Fee will be required when the permit is issued. Please contact the Building Division to determine that fee.*

**REQUIRED ITEMS FOR FILING** (The following checklist gives you the requirements for application):  
*Indicate scale on all drawings. Clearly label all photographs.*

- ☐ One (1) copy of Administrative Sign Review Application
- ☐ Three (3) sets (one set in color) of fully dimensioned, scaled drawings of Sign Design specifications for all dimensions, colors and materials of each sign (1" equals 1' scale). For more than one sign provide a designator (SIGN "1", SIGN "2", etc.).
  - a. For painted, fabric or other types of signs, attach samples of proposed colors.
  - b. For lighted signs, specify the means and intensity of illumination. Show the design of exposed fixtures.
  - c. For plexiglass signs, specify the manufacturer's color numbers.
- ☐ Three (3) sets (one set in color) of fully dimensioned, scaled drawings of building elevations for building signs, with an elevation of each building side showing existing and proposed signs. Include building or individual lease space width.
- ☐ Three (3) sets (one set in color) of fully dimensioned, scaled drawings of plot plan showing all buildings and site improvements. Indicate all existing and proposed freestanding and building signs.
- ☐ Three (3) sets (one set in color) of fully dimensioned, scaled drawings of structural/electrical details showing compliance with Uniform Building Code standards (footings, fasteners, structural reinforcement, etc.) and Uniform Electrical Code requirements, if necessary.
- ☐ One (1) photograph of building façade showing each side of the building where signs are proposed.
- ☐ One (1) photograph showing the location on the site where any freestanding signs are proposed.
- ☐ One (1) photograph showing the "big picture" of your business in relation to adjacent businesses.